

Snow Removal Plan

PURPOSE: Establish procedures in the event of a snow fall, sleet, freezing rain, and/or ice. This plan includes responsibilities, communication procedures, priorities for snow removal of all sidewalks, parking lots and roadways, and designated parking areas in the event of snow removal operations.

OBJECTIVE: Roadways will be maintained throughout the site to ensure all personnel can safely access required areas. Sidewalks to the primary entrances shall be maintained to their proper width to ensure all personnel safe passage to and from the buildings.

RESPONSIBILITIES:

1. Facilities Management and Logistics (FM&L) will:
 - a. Monitor the weather and advise the Facility Manager when weather conditions indicate the potential for frozen precipitation in the region. Perform snow removal and de-icing operations.
 - b. Report site conditions, status of snow removal operations, and weather predictions to the Facility Manager if the potential for closure or delayed start exists. This report will be made by 5:00 am of the workday.
2. Guards will advise Facilities Management and Logistics of specific weather conditions at site outside normal working hours.
3. The Facility Manager may convene the Severe Weather Planning Team to monitor conditions and to advise affected Lab groups on preparations.
4. As directed by the Facility Manager, the Severe Weather Planning Team will:
 - a. Make recommendation to close or delay opening of JLab.
 - b. Advise Facilities Management and Logistics of decision.
 - c. In the event of closure or delayed opening, will communicate decision to Public Affairs and Telecommunications.
5. Public Affairs will make notifications to radio and television stations in event of closure or delayed opening and make arrangements for Lab's status on the jlab.org webpage by 6:00 am.
6. Telecommunications will make the telephone recording in event of closure or delayed opening by 6:00 am.
7. Building Managers, Emergency Coordinators, or their designated representative(s) are encouraged to spread sand materials and clear walkways and steps to their respective buildings for safe passage of employees to get into buildings until these areas can be cleared by FM&L and the DOE subcontractor per the established priority order. These materials are pre-positioned around the site by Facilities Management and Logistics.

PROCEDURES: Snow removal and de-icing operations will be conducted by Facilities Maintenance Shop and DOE Subcontractor personnel. The Shop Supervisor will direct the operations for both the shop personnel and the DOE Subcontractor. CEBAF Center and the ARC are designated to be cleared by the DOE Subcontractor, and Shop personnel will clear the remaining site. The entire site will be cleared for regular workdays. Priorities for clearing operations are detailed in the paragraph below and illustrated on the attached site map.

1. DOE Subcontractor Notification - Eight hours prior to potential clearing operations, the DOE Subcontractor's SOTR will notify the Subcontractor to mobilize. The Subcontractor will be paid time & material based on the subcontracted rates.
2. Preparation Tasks – The following preparatory tasks shall be conducted by Facilities Management in the event of potential snow removal operations:

- a. Distribute snow shovels, sand and spreaders to the following buildings:
 - i. Building 18 – FEL
 - ii. Building 28 - VARC
 - iii. Trailer 53 Series
 - iv. Building 58 – Test Lab
 - v. Building 85 – MCC
 - vi. Building 87 – Accelerator Technical Building
 - vii. Building 89
 - viii. Building 90 – EEL
 - ix. Building 97 – Counting House
 - b. Obtain the 4-wheel-drive GSA vehicles and install the snow plows.
 - c. Install attachments on tractors.
 - d. Distribute an updated contact list with Home, Cell, and Pager phone numbers.
This list is maintained by the Emergency Manager.
 - e. If necessary, obtain a cell phone for the Weather Advisor.
 - f. If necessary, coordinate with Residence Facility for lodging.
3. Workday Zones and Priorities – Zones and priorities have been established for Snow Removal Operations for normal workdays. The Subcontractor is responsible for Zones 1 and 2. Facilities Management personnel are responsible for Zones 3 through 5. Priorities may be adjusted for a specific snow storm based on events taking place at Jefferson Lab. The zones and priorities are also illustrated on the attached site map.
- a. Subcontractor -
 - i. Zone 1 Priority 1
 - Onnes Dr to SURA Rd, SURA Rd to CEBAF center clear south half of CEBAF Center parking lot clear sidewalks to A and B wings. Clear delivery road to loading dock.
 - Lawrence Dr from Scot Rd to end of ARC parking lot. Hofstadter Dr to Rutherford Dr. Upper ARC parking lot and sidewalk.
 - These areas are to be maintained to provide a safe avenue of approach to these primary buildings.
 - ii. Zone 2 Priority 2
 - North half of CEBAF Center parking lot and remaining sidewalks.
 - Lower Arc parking lot and remaining sidewalks.
 - b. Facilities Maintenance Shop -
 - i. Zone 3 Priority 1
 - MCC parking lot, CEBAF Blvd around South Linac to Counting House, Lawrence Drive from Hofstadter Road to Onnes Drive, Nitrogen delivery road, CHL parking lot, FEL parking lot.
 - Test lab BCS Dr to Hadron Dr, North side parking lots.
 - VARC, Rutherford Rd and South parking lot for VARC.
 - ii. Zone 4 Priority 2
 - North Linac roadway and parking lots.
 - EEL Building parking lot.
 - Remaining parking lots at Test Lab.
 - iii. Zone 5 Priority 3
 - Rattley Rd and Residence Facility parking lot
 - Quark Place and remaining roads and parking lots at Accelerator Site
 - Remainder of Hofstadter Rd and north and east parking lots of VARC

4. Weekends and Holidays – Maintenance Shop personnel will clear routes, parking, and sidewalk to MCC as necessary to facilitate Accelerator operations and gas/cryogenic truck deliveries. These areas are illustrated on the attached site map. If the accelerator is down, only areas for gas/cryogenic truck deliveries will be cleared.
5. Accelerator Operations Shift Change – Typically, clearing operations will start in the early morning hours. Depending on the timing of frozen precipitation and road conditions, Facilities Maintenance Shop personnel will conduct clearing to accommodate the shift change at midnight. The Guards will advise FM of the weather and road conditions. If the Crew Chief has concerns, he may talk to the Guards for status.
6. Designated Parking – To minimize delays to clearing operations and reduce potential for vehicle damage, designated parking areas are established to provide clear paths for snow removal equipment.
 - a. Overnight and Essential Personnel Parking – The day before a snowstorm, Government and overnight vehicles shall be located to designated central areas. Essential personnel shall park in areas already cleared or another designated common area.
 - b. Non-essential Personnel Parking – In the event of Lab closure or delayed start, it is intended that non-essential personnel not report to work until the revised start time. This gives the Lab time to ensure safe access to employees and sufficient time for Facilities Management to complete snow removal operations prior to arrival of the majority of the employees. Personnel that work on the campus site and report to work earlier than the revised start time shall park in the South CEBAF Center parking lot or an already cleared parking lot and walk to their building. This is to minimize delays to clearing operations and reduce potential for vehicle damage.

Attachment:

Site Map of Clearing Operation Priorities

Key Word: Services Title: Snow Removal Plan POC: Facilities Maintenance & Construction Manager Revision Date: December 1, 2006 References: EH&S Manual
